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MEETING MINUTES

July 28, 2005

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Jay Christensen, Idaho Dept. of Corrections
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Steve Jenkins, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Lorin Nielsen, Idaho Sheriffs Association
- Marcia Phillips, Idaho Association of Counties
- Scott Reese, Association of Idaho Cities
- Joe Roche, Idaho Dept. of Administration

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Others Present:

- Drew Bodie, Boise County Sheriff
- Keith Cook, Motorola
- Ann Cronin, Emergency Communications Commission
- Jason Heger, ICTAP
- Steve Jones, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Rhonda Morton, Idaho State Police
- Shana Munroe, Dept. of Health & Welfare, Emergency Medical Services
- Kirby Ortiz, Gem State Communications
- Stan Passey, Idaho State Police

- John Powell, ICTAP
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Greg Zickau, Dept. of Administration, ITRMC

Review & Approve Minutes—Chair Lockwood

There were no corrections to the June meeting minutes.

MOTION:

Nielsen made a motion to approve the minutes of the June 23, 2005, Statewide Interoperability Executive Council meeting, seconded by Charboneau. The motion passed by a unanimous vote.

Emergency Communications Commission (ECC) Update—Ann Cronin

At the July 7, 2005 ECC meeting the Commission voted to include additional information on their website:

- A monthly financial report that will include the amount of money received from each county
- A description of mediation process
- The outcome of any mediation

Commissioner Gainor had been working on developing draft rules to guide grant awards from the 1% money received from the counties. The rules include an application and review process and a procedure to disperse funds.

SIEC Staff attended the July 7, 2005, ECC meeting and gave a brief update on the SIEC and extended an invitation to participate, along with the SIEC, in the Idaho Prepared! Conference that will be held in Lewiston, Idaho, on September 26-30, 2005.

The next meeting will be held, Thursday, August 1, 2005, at 1:00 PM in the West Conference Room of the Joe R. Williams Building.

Cronin responded to questions from SIEC Council members. In response to how much mediation there had been, she stated that there had been one mediation. The results have been posted on the ECC website. The laws states that ECC mediation is not binding, but it is a step that the parties must take before considering litigation. In response to what the ECC is doing to facilitate a three-digit 911 link statewide, she stated that the ECC has had no discussion about it.

I-C-A-WIN Update/Meeting with Governor Kempthorne—Chair Lockwood

On July 13, 2005, Lockwood, Charboneau and the Governor's Policy Advisor, Megan Ronk, met with Governor Kempthorne. The meeting was scheduled for ½ hour and lasted for 1 hour. Ronk has briefed the Governor prior to the meeting. He was given a bound copy of the I-C-A-WIN document.

- Governor Kempthorne asked many questions and expressed his concern about the homeland security needs of the State.
- He asked if the Council is using homeland security money wisely.
- They discussed redundancy and disparate systems.
- In response to the Governor's questions about the cost of developing a statewide system Lockwood provided information on the Bannock and Ada County projects.

- They discussed that fact that the federal government uses a narrow band VHF system, and that there will be means to tie all of the different systems together.
- They discussed and decided that there was a need to appoint additional members to the Council.
- Governor Kempthorne understands the FCC mandates and that the SIEC is meeting those mandates.
- They discussed the fact that the SIEC was created by Executive Order and he requested that the Council move forward in finding a statutory home.
- They discussed the challenges of keeping the Microwave System technically current and competitive. The SIEC was encouraged to work with the Department of Administration to assure that the infrastructure will be in place.
- Governor Kempthorne wants Lockwood to meet in early fall with the congressional delegation to start to seek alternate funding sources.
- The Technical Subcommittee will develop a Scope of Work to begin the design phase of Idaho's interoperable communications project.
- Governor Kempthorne instructed Lockwood to move forward and release the Concept to the public.

All Council members were provided with a bound copy and CD of the I-C-A-WIN document. Members were encouraged to distribute the document and solicit comments from the organizations that they represent. August 19, 2005 was set as the due date for all comments to be forwarded to Collier, SIEC Project Manager.

The SIEC staff plans to hold regional meetings through out the state this fall to discuss the document and answer questions.

A letter to Senator Craig encouraging his support of legislation that will provide access to critical communications capabilities for Idaho's first responders was handed out to the Council members and briefly discussed. The Governor's office, Association of Idaho Cities and Idaho Association of Counties will also send a letter of support to Senator Craig. Anyone sending a letter was encouraged to send copy to Collier.

SIEC Outreach Subcommittee Update—Shana Munroe

Munroe is taking a new position with the EMS for Children Program and will no longer be able to fill the position of Chair of the Outreach Subcommittee. A letter of appreciation was read out loud and given to Munroe. A new Chair of the Outreach Subcommittee will be appointed before the August 2005 SIEC meeting.

Munroe gave a brief update on the progress of the production of the DVD. She had been working with Idaho Transportation Department (ITD) on a Point of Interest document that will be used in the development of a script and was waiting to hear feed-back from them. There was a suggestion for a Public Information Officer (PIO) to work with the Outreach Subcommittee to develop the message. Bishop will contact his PIO. Collier was asked to work with the Subcommittee members to develop the talking points and to start the selection process of some of the "talking heads". Chair Lockwood would like to have a finished product or something close to it by the August 30, 2005, meeting.

Laragan briefly summarized the second generation message. The first video addressed the fact that the State has an interoperability problem and the second video will review the plan the Council has developed to address the problem.

There was a request for bound copies of the I-C-A-WIN document to be printed and distributed to Council members to hand out to their constituents. Bishop volunteered to have his staff produce the copies. A paper was sent around for each Council member to indicate how many copies their respective organizations needed.

Council members were encouraged to obtain letters of support for the I-C-A-WIN document from the various organizations they represent on the Council. Collier will speak with Ronk concerning a Letter of Endorsement from the Governor that will be inserted in the front of the document.

Lorin Nielsen agreed to work on the Outreach Subcommittee.

Bill Bishop

Bishop reported that Tuesday, August 2, 2005, a congressional investigator hired by the House Appropriations Committee will arrive to investigate how Idaho is using homeland security funds and to evaluate the Council's satisfaction with ICTAP's services.

Bishop will be attending a two-day meeting along with other State Homeland Security Directors August 22-23, 2005, with the US Secretary of Homeland Security. They will specifically discuss interoperability issues and will forge new relationships between states.

Year-Two Strategy Mid-Year Review—Chair Lockwood

Lockwood led a review of Year-Two Strategy Mid-Year Review document with the Council. The Technical Subcommittee was tasked with designing a Scope of Work and RFP. The concept will be developed into a preliminary design and then into a full-blown statewide system design.

The Council discussed the County Interoperability Communications Plan (Appendix E of the I-C-A-WIN document). It was suggested that the finish date for the County Plans be extended to January. The Plan addresses the day-to-day operations such as who they need to talk to, when, where, how often and what level of communication is needed with adjacent counties? It also contains operational information on the numbers of radios and sites. It was stressed that the document needs to be filled out at the field operations level. SIEC staff will present the I-C-A-WIN document at the Idaho Prepared Conference and make the attendees aware of the Communications Plan questionnaire.

There was a suggestion to give the County Interoperable Communications Plans to the Bureau of Homeland Security Area Field Officers and request their assistance in having each county fill out the questionnaire.

The Subcommittees will discuss the timelines listed in the Year-Two Strategy Mid-Year Review document in more detail during the afternoon subcommittee break-out meeting.

2006-2007 Budget Update—Scott Reese

Reese yielded to Collier who presented budget information to the Council. The 2006-07 budget year used the same operating budget as 2004-05. It included funding for travel, consultant fees, general operating costs, third-generation message, and regional meetings. The budget will be forwarded to the Bureau of Homeland Security for their approval. The Funding Subcommittee will also be working on the Congressional earmarks.

ICTAP Briefing—John Powell

There are several things that ICTAP can help the SIEC with such as legislative language. They can assist with a statement of work. They can not write an RFP, but provide best practices from around the country. They can help with the review process when the SIEC receives responses back.

Powell discussed a computer assisted tool for inventory data collection and interoperability mapping. Jolene Hollingshead may be able to do an on-line presentation at the next SIEC meeting. The program will be able to identify interoperability communication solutions in real time. ICTAP can help collect data. A user has full control over how data is shared with other users.

Powell requested that if anyone had additional input on the ICTAP document to forward it to him as soon as possible, he would like to finalize the document. He wanted to make sure that it was factually correct and accurately states the direction that Idaho is going. Passey will talk with the ICTAP Idaho Project Lead, Jolene Hollingshead to work out any discrepancies in the document.

ITRMC Task Force Update—Dan Charboneau

The ITRMC Task Force co-chairs put together a concept document. The first draft was being reviewed. Once the concept document was finalized a committee meeting will be held to discuss the concept and develop it into a plan. Idaho Transportation Department (ITD) has hired Dr. John Luthy as a consultant.

Master Site Update—Stan Passey

Passey briefed the Council on the progress of the Master Site. Ada County Commissioners have signed a Memorandum of Agreement (MOA). Once Idaho State Police (ISP) signs the MOA, the Master Site will be put in place. The installation is estimated to be completed in January or February. Once it is completed whoever has equipment, such as Bannock County, can connect to it.

SIEC Policy, Funding, Outreach and Technical Subcommittee Strategy Session

Rather than breaking into individual Subcommittees, the Council as a whole decided to review and discuss the Year-Two Strategy Mid-Year Review document and Microsoft Project Gantt chart. Tasks were added and deleted. Timelines were discussed and altered where necessary. Click on the link below to view the Gantt chart.

http://www.siec.id.gov/meetings/2005/Presentations/August_05_Presentation.pdf

Other business and planning for the next meeting—Chair Lockwood

The next SIEC meeting will be held on Tuesday, August 30, 2005, at 9:00 AM. Bishop will check on the availability of Building 440 at Gowen Field.

Adjournment—Chair Lockwood

MOTION: Laragan made a motion to adjourn, seconded by Gainor. The motion passed by a unanimous vote.